

Transaction Supervisor's Forum 7/2017

PPSD provided the following updates:

Statewide Civil Service Audits

- Currently working on the GEN/SAL mass update listings. There are over 6000 records to be process and they are currently short staffed. Please hold off on calling the unit unless it is absolutely necessary.
- We are receiving an increase number of 105 transaction codes for incorrect Social Security number. Departments please make sure they are keyed correctly on the PAR Transaction.
- Departments should complete Items 606 and 607 on any PARS effective mid-month in order for the deferrals to come out when pay issues. The PAR's received at SCO will be treated as "Correct" and the Lump Sum deferrals will be keyed as soon as possible. In some instances Lump Sum pay will be issued before the PAR's have been keyed, but Regular pay will not be issued until the PAR is keyed. Payroll is working with audits to get the pay out as quickly as possible.
- Refer to Personnel Letter 17-016 for the implementation of a new process for releasing the monthly Merit Salary Adjustments (MSA) slips and Listing Reports.

Statewide Disability Unit

- The Disability Unit is processing salary adjustments for BU12, BU18 and BU19 as priority. This is a heavy workload and they are doing their best to maintain the 5 days turnaround time for payment request.
- Please use the IDL/S calculator to compute IDL supplementation when requesting salary adjustment because, often times, you will notice a change in the IDL/S supplementation time. Please make sure to certify the correct supplementation time on Form 674D.
- If your department has outstanding 2014 disability documents, please submit those request on Form 674D as soon as possible. This will allow the Disability Unit enough time to process the transfer of funds and/or establish A/R's per IRS Statue of Limitation.

Customer Contact Center

- The Customer Contact Center is asking the departments to allow them at least 48 hours to respond to phone inquiries. They are receiving a high volume of phone inquiries and they need time to research the problem before they return the call.
- Over 80,000 Bonus payments were processed by SCO. The Bonus pay uses the tax aggregated method and there are no refund for taxes.

Statewide Premium Pay Unit Customer Contact Center

- Currently working on getting the spreadsheets keyed for the 2017 Excluded Employee Leave buyback program.
- Frequently asked questions for 2017 Excluded Employee Leave Buy-Back Program can be found at: http://sco.ca.gov/ppsd_state_hr.html

